

# **LIBRARY SERVICES AND TECHNOLOGY ACT**

## **THE APPLICATION PROCESS**

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Nevada State Library, Archives and Public Records

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# IN TODAY'S OVERVIEW:

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- ✗ Please see the **NSLAPR 2016 Grants Management Manual Website** - <http://nsla.nv.gov/LSTA/> where applicants will find much of the information in this webinar : grant calendar & reporting due dates, acronyms (CIPA), forms & instructions, and other grant-writing resources.

# LSTA IN NEVADA - OVERVIEW



- ✖ Federal Library Services and Technology Act (LSTA) Grants to States program funds and Institute of Museum and Library Services (IMLS)
- ✖ History, Mission & Overview : Inception, Where do we get the LSTA money and how the funds are incorporated in Nevada State Library's 5-Year Plan? Who's eligible to apply and application timelines and reporting due dates.
- ✖ The Library Services and Technology Act (LSTA) is a federally funded grant program administered by the Institute of Museum and Library Services (<https://www.ims.gov>). As an independent federal grant making agency, IMLS is dedicated to creating and sustaining a nation of learners through assistance to libraries and museums. IMLS supports library services for the citizens of Nevada by awarding LSTA funds annually to the Nevada State Library, Archives and Public Records (NSLAPR). These sub-grant projects are awarded under NSLAPR where these funds are utilized to meet the goals identified in the LSTA State Plan for Nevada (<http://nsla.nv.gov/LSTA>).
- ✖ NSLAPR submits a detailed report to IMLS to confirm that LSTA funds have been used to meet the goals outlined in the long-range plan.
- ✖ *Here is the link to the NSLAPR Grantee Management Manual:*
- ✖ *<http://nsla.nv.gov/uploadedFiles/nslanvgov/content/Development/LSTA%202016%20Manual.pdf>*
- ✖ 'Grants to the States' program - Nevada State Library, Archives and Public Records <http://nsla.nv.gov/LSTA/>

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# OVERVIEW CONTINUED

## LSTA Grant Application Calendar

The Library Services and Technology Act (LSTA) grant application calendar is designed to optimize the time from proposing a project to submitting the application to funding availability. If you have any questions regarding the grant calendar or other LSTA items, contact LSTA at

[nslaprlsta@admin.nv.gov](mailto:nslaprlsta@admin.nv.gov) or Donna Alexander, LSTA Coordinator  
[dalexander@admin.nv.gov](mailto:dalexander@admin.nv.gov)

## ***Federal YR 2017***

Application Process Calendar events - NEW DEADLINES!	
Announcement of annual grant program	Thursday, August 5, 2016
Proposals info available	Thursday, August 5, 2016
Proposal workshop - Intro Webinar	Thursday, August 18, 2016
Proposals due	Thursday, September 15, 2016
Proposal review	Late September 2016
Mandatory grant webinars (proposed dates)	Thursday Oct 6, 13, 20, 2016
Applications due to NSLAPR	Monday November 14, 2016
Competitive applications to Reviewers	Mid-December 2016
SCLL meeting for application review	Wednesday-Thursday January 25-26 , 2017
Funding anticipated to be available from federal level	Spring 2017

# FOR NEVADA LIBRARIES

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- × **Competitive Grants**
  - + \$ 5,001 up to \$ 100,000
- × **Mini-grants**
  - + Up to \$ 5,000
- × **Statewide support programs**
  - + Statewide Reading Program
  - + Statewide Electronic Databases
  - + Statewide Digital Initiative
  - + Talking Books
  - + Continuing Education
  - + Information Nevada (interlibrary loan)

# READ THE APPLICATION, REIMBURSEMENT INSTRUCTIONS @ [HTTP://NSLA.NV.GOV/LSTA](http://NSLA.NV.GOV/LSTA)

- ✖ Reporting Requirements to IMLS
  - + risk assessment
- ✖ FILLABLE PDF Forms
- ✖ Eligibility Forms
- ✖ Signatures
  - + Original Signatures IN BLUE by Certified Authority or Library Director &
- ✖ Consult with LSTA Coordinator, Donna Alexander ([dalexander@admin.nv.gov](mailto:dalexander@admin.nv.gov) or 775-684-3407)



# ELIGIBILITY BASICS

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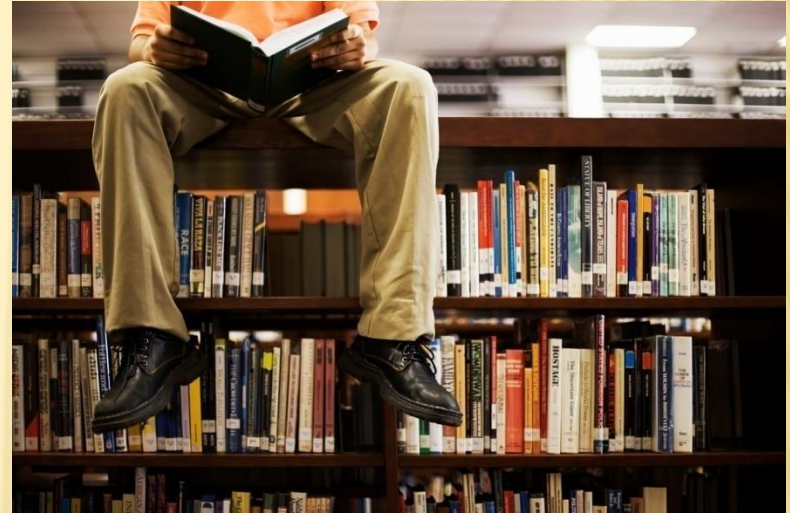
To receive a grant:

- ✗ Meet the definition of a staffed library
- ✗ Public libraries – Minimum Standards
- ✗ Participate in Interlibrary Loan – Information Nevada
- ✗ Write a great proposal and grant!

# WHO CAN APPLY?

## Libraries!

- ✖ Academic Libraries
- ✖ Library Consortia
- ✖ Public Libraries
- ✖ Public School Libraries
- ✖ Special Libraries





# WHAT HAPPENS AFTER THE PROPOSALS ARE RECEIVED?

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- ✗ NSLAPR Staff evaluates proposals based on guidelines located on our internal server;
- ✗ Email to grant writer;
- ✗ Application webinars;
- ✗ Move to application phase;
- ✗ **Note:** A proposal must be submitted in order to do an application

# GET READY

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- ✘ Revisit your strategic/master plan (three year plan, action plan) and/or your technology plan



- ✘ Review the Nevada State Library LSTA Plan for goals and priorities
- ✘ Get your library's administrative support

# CRITICAL ELEMENT!

- ✗ It's all about the end user.
- ✗ How will the program/project make a difference for your users and community.





# GUIDANCE : QUESTIONS TO ASK (1)

- ✗ In two sentences, why does this project matter to your users?
- ✗ What Foremost IMLS/LSTA goals does this project address?
- ✗ What is the purpose of the grant?
- ✗ How may grant funds be used?
- ✗ Is this project actually needed?
- ✗ What do I want to accomplish?
- ✗ Do I have staff/volunteers to accomplish my proposed project?
- ✗ Can I do this alone, or do I need to recruit partners?.

# GUIDANCE : QUESTIONS TO ASK (2)

- ✗ What is the timeline of the application process?
- ✗ Who should I contact for information?
- ✗ Grant Period: Discuss the dates and importance of each:
  - + You are expected to spend all of your grant funds. This is part of good grant management.
  - + Use Whole Dollars – no cents
  - + Pay attention to Quarterly & Final Fiscal Reports, Mid-Year & Final Evaluation Dates. Reminders will be emailed but part of the Project Manager's role is to report on time.

# STEP # 1

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- ✖ Identify the problem or opportunity
  - + What needs to be addressed?
  - + Keep the end user perspective -
  - + Who is your target group?
  - + What do they need?





# STEP #3

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## ✖ Evaluation

- ✖ What will success look like?
- ✖ How will individuals be changed or impacted?
- ✖ Any other impacts/changes?
- ✖ One good outcome!

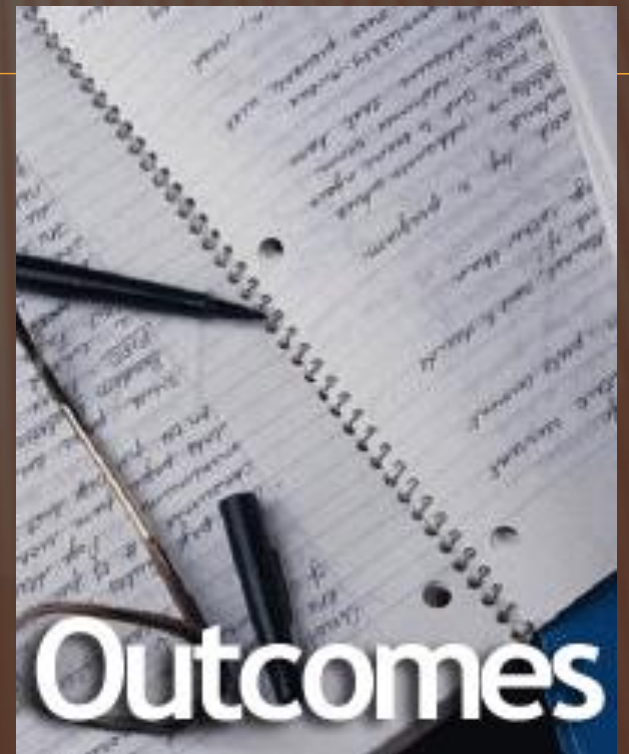


# STEP #4

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- ✖ Estimate the budget
- ✖ Whole dollars (no cents) in Project Total – for will automatically round to the nearest whole dollar.
- ✖ LSTA dollars first
- ✖ 10 % match required
  - + Match may be in-kind or local cash
  - + Or a little of both
  - + Lost revenue may not be used as match
- ✖ Best estimates

# EVALUATION MOMENT





# IMPACT/OUTCOME EVALUATION

- ✖ Shifts focus from the activities of staff to the benefits for patrons/clients
- ✖ Results can make the organization look good in the community; shows how the library benefits the community

# FOR THE PROPOSAL:

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- ✖ State who will benefit
- ✖ Brief description of the change the project will make
- ✖ Identify outputs to collect
- ✖ Outline:
  - + How data will be collected
  - + When data will be collected
  - + Who will collect data

# EXAMPLE

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## ✕ Family Literacy Project

- + Parents/Caregivers & pre-readers
- + Parents of pre- or early readers will read # times per week to their child
- + Pre & post survey?
- + Periodic self-report by parent to project manager?



# EXAMPLE

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- ✖ Underserved part of the community will adopt the library as a resource
  - + Members of the underserved group
  - + Underserved group get library cards and uses them at least twice
  - + Code library card apps during grant period?
  - + Programs & Collections – outputs? Survey?

# SUMMING UP

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- ✖ Focus on a real and immediate problem or opportunity
- ✖ Clearly indicate how the project will address it and benefit library users
- ✖ Be positive

# Children's Internet Protection Act

## CIPA





# CIPA APPLIES IF:

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- ✗ **CIPA** - The Children's Internet Protection Act went into effect on April 20, 2001. This law places restrictions on certain uses of funding under the Library Services and Technology Act, Title III of the Elementary and Secondary Education Act, and on the Universal Service discount program known as the E-rate (Public Law 106-554).
- ✗ CIPA requires both an Internet Safety Policy and technology which blocks or filters certain material from being accessed through the Internet. The U.S Supreme Court re-instated the Internet filtering requirement for public libraries in June, 2003. Consortium that includes public elementary school library, public secondary school library or public library.

# CIPA APPLIES IF:

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- ✗ You are requesting federal funds for:
  - + Internet Service
  - + New computer(s) to access the Internet
- ✗ Then you must comply with CIPA & ensure your library has Internet filtering requirement for public libraries.

# APPLICATION WRITING GUIDELINES

- ✗ Be concise and complete
- ✗ Avoid jargon and ‘bureaucratese’
- ✗ Be logical
- ✗ Use active voice
- ✗ No room for non-essential language



# SIGNATURES

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- ✘ Who can sign?

Project Manager, Certified Administrative Authority

- ✘ Original Signatures on Signature Certification & Eligibility Form

- ✘ **Blue ink required**



# APPLICATION FIRST PAGE

THE FULL APPLICATION IS ON

[HTTP://NSLA.NV.GOV/UPLOADEDFILES/NSLANVGGOV/CONTENT/DEVELOPMENT/2017%20LSTA%20GRANT%20APPLICATION.PDF](http://NSLA.NV.GOV/UPLOADEDFILES/NSLANVGGOV/CONTENT/DEVELOPMENT/2017%20LSTA%20GRANT%20APPLICATION.PDF)

- ✕ Nevada State Library, Archives and Public Records LSTA APPLICATION - 2017
- ✕ (Rev 4-16) Due Thursday, November 10, 2016
  
- ✕ DUNs Number:
- ✕ 1.Applicant Library Name      2.Principal Contact Person for this Grant
- ✕ 3.Address – Street, P.O. Box, Route      4.Telephone Area/Number
- ✕ 5.City, State, Zip+4      6.E-mail address
- ✕ 7.Library Director/Administrator      8.Telephone Area/Number
- ✕ 9.Address, Street, City, State, Zip+4
- ✕ 10.Type of Library
- ✕ Public Academic Special Library Consortia School
- ✕ Project Title:
- ✕ 11.LSTA funds requested:
- ✕ 12.Cash Contributions:
- ✕ 13.In-Kind:
- ✕ 14.Total Project Cost:
- ✕ 15.Estimated number of person served **directly** by this project:

# ELIGIBILITY FORM

## Eligibility for LSTA

All types of libraries, including academic, public, school, governmental agency libraries, and special libraries with public access may apply. To be eligible to apply for LSTA funds, each applicant library and participant library must certify to NSLAPR that it meets all of the following eligibility criteria:

- ✓ Is supported by public revenues (51% or more) or is a non-profit institution or agency;
- ✓ Makes the collection accessible to its primary clientele and it is organized according to a nationally accepted classification system;
- ✓ Participates in resource sharing through the Information Nevada program;
- ✓ Serves its primary clientele free of charge;
- ✓ Has a fixed location with regular, published hours of operation;
- ✓ Has one or more paid library staff;
- ✓ Has an annual budget with funds reserved for library materials and services;
- ✓ Has a current, written long range or strategic plan that is available for review.

The applicant or participating library must also meet the following requirements:



# ELIGIBILITY FORM

Public Libraries	Must meet the Minimum Standards for Public Libraries
Academic Libraries	Be accredited by the Northwest Commission on Colleges and Universities
School Libraries	The school district employs at least one certified library/media specialist
Library Consortia	Be a local, regional, or statewide cooperative of library entities which provides for the systematic and effective coordination of resources of school, public, academic, and/or special libraries and information centers, for improved services for the clientele of such library entities [LSTA Sec. 213(3)]; and Have a formal organized structure that includes governance, membership, long range planning and regular funding components.
State library association	Be a non-profits entity registered with the Nevada Secretary of State; and Have tax exempt status under the Internal Revenue Section 501(C)3

Contact NSLA if you have any questions or concerns regarding eligibility – [kstarr@admin.nv.gov](mailto:kstarr@admin.nv.gov).

## Certification:

I certify to the best of my knowledge and belief that the library meets LSTA eligibility.

OPTIONAL

Signature of authorized certifying official

Typed (printed) name and Title

Date signed

# DO

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- ✗ Complete all sections
- ✗ Proofread!
- ✗ Prepare one original signature & eligibility form per proposal

# DON'T

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- ✗ Use extra pages
- ✗ Use paperclips on signature/eligibility forms
- ✗ Send letters of support
- ✗ NO Faxes!





# CONTACT INFO!

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✖ Donna Alexander

dalexander@admin.nv.gov

(775) 684-3407

nslapr@admin.nv.gov



# A WORD FROM OUR SPONSOR:

- ✕ Library Services and Technology Act (LSTA) funds are brought to you by:

